Business Plan

Printing Check List

# Before You PRINT:

1. Check you Spelling / Grammar
2. Remove Heading (i.e. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_)
3. Remove “**TEMPLATE**” from the title of the document (i.e. Marketing Plan ~~Template~~)
4. Check ALL FORMATTING (Bold headings, Bullets lined up, Indents & Fonts ***consistent***)
5. **Ask** for it to be checked **before** you Print.
6. Print only the Formatted Page; DO NOT PRINT all of the instruction pages.  
   ( MS Office Button 🡪 Print 🡪 **Pages: \_\_\_\_\_\_\_** 🡪 OK Button )

**Attachment Pages:**

1. Project 3 & 6: Will be combined into **ONE** new sheet. (See Sample Attachment Pages)  
   Nothing will be printed from those instruction projects.
   1. Attachment A: Logo & Tagline
   2. Attachment B: Business Card
2. Project 7: Nothing will be printed from the instruction project. Just print the Blank Letterhead
3. Attachment C: Letterhead

**Use the sample to check all of your work before you submit it. It’s there to guide you!**